

Detention Officer

(Detention Center-D.C.S.B)

SALARY GRADE: 14 (probation) 15 (completed probation)

JOB SUMMARY: This position is responsible for the operation of the Columbia County Detention Center in compliance with Columbia County Sheriff's policies and directives, state and federal laws, and ensuring the safe, legal and humane custody and care of incarcerated persons.

CHAIN OF COMMAND: This position answers to a Detention Center Sergeant.

CRITICAL RESPONSIBILITIES/DUTIES:

- Maintains jail security by:
 - Performing security checks every hour and half-hour within the cell block and on the grounds.
 - Performing shake down searches.
 - Performing head counts of prisoners at regular intervals.
 - Controlling entrances and exits throughout the Detention Center.
- Performs tasks of inmate booking, to include:
 - Photographing
 - Fingerprinting
 - Running computer checks
 - Completing and filing paperwork
- Prepares bonds for prisoner release.
- Maintains tower watch.
- Updates the inmate roster.
- Assures that inmates' needs are met (without compromising security), including:
 - Food
 - Hygiene
 - Medical care
 - Religious worship
 - Exercise
- Monitors inmate meals and yard calls.
- Monitors cleaning of cell blocks by inmates and common areas by trustees.
- Monitors inmate movement within the facility.
- Distributes necessary items to inmates.
- Monitors visitors to the facility.
- Completes necessary paperwork.
- Performs other related duties as needed.

KNOWLEDGE OR SPECIAL SKILLS REQUIRED FOR THIS POSITION:

- Knowledge of federal, state, and local laws/ordinances.
- Knowledge of current corrections practices and procedures.
- Knowledge of emergency evacuation plans.
- Knowledge of CPR and first aid procedures.
- Skill in the use of the following equipment:
 - Typewriter
 - Computer terminal
 - Copier
 - Fingerprinting equipment
 - Camera equipment
 - Monitoring devices
 - Radio
 - Fire extinguisher
- Skill in the observation of human behavior.
- Skill in written and oral communication.
- Skill in public relations.
- Skill in the use of firearms.

MINIMUM QUALIFICATIONS:

- Holds current Georgia P.O.S.T. Jailer certification or is able to attain this certification.
- Preferred Associate Degree in a Criminal Justice related field or that equivalent in training and experience.
- Must be able to successfully qualify with the Mini-14 on the standard CCSO Long Gun Qualification Course.
- Must be able to successfully pass any and all drug screens.

BASIC PHYSICAL CAPABILITIES REQUIRED:

- Walking
- Running short and moderate distances
- Climbing stairs and ladders
- Jumping and dodging obstacles
- Lifting and carrying objects and people
- Dragging and pulling objects and people
- Pushing and pulling heavy objects
- Bending and reaching
- Use of short and moderate duration force with subjects
- Use of restraining devices
- Use of restraining and control holds
- Use of hand/feet for self-defense

PHYSICAL REQUIREMENTS: Must meet appearance standards as set forth by the Sheriff.

Print Name

Employee Signature

Employee #

Date

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